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(573) 634-5290 or
Toll Free: (800) 392-6848
Fax: (573) 634-7934
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PURCHASE OF PUBLIC SCHOOL EMPLOYMENT AT SCHOOLS NOT COVERED BY THE PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI (PSRS)

Q. How is the cost to purchase service for public school employment calculated?

- A. The cost of public school service is calculated by multiplying your highest PSRS salary by the current contribution rate and the years of service you wish to purchase.

The cost of any remaining service for which you have applied but not yet paid is recalculated each October 1 using your highest PSRS salary and the current contribution rate.

Q. Am I eligible to purchase public school service not covered by PSRS?

- A. Yes, if:
- You were employed at least 20 hours per week on a regular basis in a non-PSRS-covered public school or any public two- or four-year college or university.
 - You have at least one year of PSRS service.
 - You returned to PSRS-covered employment after your public school service.
 - You do not have service with any other retirement system for the employment (except Social Security).

Q. Will the purchase of public school service count toward vesting my PSRS membership?

- A. Yes.

Q. How much public school service can I purchase?

- A. You can purchase any or all service with a public school, provided you have earned equivalent service for PSRS-covered employment at the time of your retirement.

If service was established with a retirement system, you may purchase the service on a year-for-year basis provided you have forfeited the service with that retirement system and you are not eligible for benefits because of the service. Additionally, you cannot have service established with PSRS for the same time period.

If no service is established with another retirement system for the service, the purchase allowed is based on the hours served in the position.

You can purchase service in increments as small as one, one hundred thousandth (0.00001) of a year. Multiple applications are allowed. In most cases, the total of all service purchased with PSRS cannot exceed the total service you have earned at termination of membership by retirement, death, refund or absence from covered employment if not vested.

Q. How can I pay for public school service?

- A. You can pay by personal check, cashier's check or money order made payable to **PSRS of Missouri**. You may also pay using an eligible rollover distribution or in-service trustee-to-trustee transfer. Please see the **Rollover/Transfer Certification Information Sheet** for details. You cannot pay through payroll deduction.

Purchase funds and service will be applied to your membership upon receipt of payment. Payments for purchases of service will not be refunded. If you make partial payment and your membership ends, you will be granted proportional service.

Q. What is my payment deadline?

- A. Payment for service must be received prior to your PSRS retirement date in order for it to be included in the calculation of your retirement benefit. The purchase application remains open until it is paid in full or your membership ends due to retirement, death, refund or absence from covered employment if not vested.

For additional information, call PSRS toll free (800) 392-6848.



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APPLICATION TO PURCHASE PUBLIC SCHOOL EMPLOYMENT AT SCHOOLS NOT COVERED BY PSRS

This application *must* be filed with the Public School Retirement System of Missouri (PSRS) prior to your retirement date.

- Please complete Sections A and B of this form. If you earned service with another public retirement system (except Social Security or a military pension) for the periods of employment listed in Section B, please forward this form to the other retirement system(s) for completion of Section C. If not, forward the form to your employer(s) for verification (Section D).
- Make sure you sign the application.
- Please keep a copy for your records.

You will receive an official cost from PSRS after the completed application is processed.

SECTION A – MEMBER INFORMATION

First Name		Middle Name		Last Name	
Member ID (or Last 4 Digits of Social Security Number)			Account ID		Telephone ()
Mailing Address			City	State	ZIP
Email Address					

SECTION B – PUBLIC SCHOOL EMPLOYMENT INFORMATION

Please list the dates of public school employment you wish to purchase, as well as the name of each employer. If additional lines are needed, please make a copy of this form and attach. You must sign and date all attachments.

	START DATE OF PUBLIC SCHOOL EMPLOYMENT (MONTH/DAY/YEAR)	END DATE OF PUBLIC SCHOOL EMPLOYMENT (MONTH/DAY/YEAR)	EMPLOYER NAME
1			
2			

SECTION C – RETIREMENT SYSTEM VERIFICATION OF EMPLOYMENT

Retirement System Instructions: PSRS allows the purchase of service established with your system, if forfeited and not eligible for a benefit. Please complete and return this form to the member.

	YES	NO
Was the applicant a member of your retirement system?		
Is the applicant receiving or entitled to receive a benefit from your system for service established with your system?		
Was this contributory employment?		
If contributory employment, has the applicant received a refund of contributions?		

Please list the start dates, end dates and amount of service associated with each school year of employment for this applicant. If additional lines are needed, please make a copy of this form and attach. You must sign and date all attachments.

	SCHOOL YEAR	SERVICE	SERVICE FORFEITED? (Y/N)		SCHOOL YEAR	SERVICE	SERVICE FORFEITED? (Y/N)
1				6			
2				7			
3				8			
4				9			
5				10			
TOTAL SERVICE							

Name of Retirement System

Mailing Address		Telephone ()
Digital Signatures Not Accepted – Original Written Signature of Certifying Official Required X		Date
Printed Name and Title		Email Address

SECTION D – EMPLOYER VERIFICATION OF EMPLOYMENT

This section should be completed by the employer only if service was not established with a retirement system. The member wishes to purchase service with PSRS for employment in public schools not covered by PSRS. Please complete and return this form to the member. If additional lines are needed, please make a copy of this form and attach. You must sign and date all attachments.

	SCHOOL YEAR	WAS EMPLOYEE FULL-TIME OR PART-TIME?	HOURS EMPLOYED PER WEEK	HOURS REQUIRED FOR FULL-TIME EMPLOYMENT	SALARY EARNED	FULL-TIME SALARY FOR POSITION	NUMBER OF MONTHS EMPLOYED	NUMBER OF MONTHS REQUIRED FOR FULL-TIME EMPLOYMENT
1								
2								
3								
4								
5								

Name of Employer

Mailing Address

Telephone
()

Digital Signatures Not Accepted – Original Written Signature of Certifying Official Required

X

Date

Printed Name and Title

Email Address

SECTION E – MEMBER PURCHASE SELECTION

I choose to purchase all my years of public school employment.

I choose to purchase _____ year(s) of my public school employment.

SECTION F – MEMBER CERTIFICATION

I certify that:

- The information on this application is true and correct to the best of my knowledge.
- I was employed to serve at least 20 hours per week on a regular basis for the period(s) of employment claimed on this application.
- I do not have service for the above listed period(s) with any other retirement system except Social Security.

I understand:

- Filing an *Application to Purchase Public School Employment at Schools Not Covered by PSRS* does not create a contractual obligation on my part to complete payment.
- If this service is on record with another retirement system, I understand that this application is not valid until PSRS has verified the forfeiture of the service.
- This application remains open until paid in full or termination of my PSRS membership through my retirement, death, refund or absence from covered employment if not vested.
- The cost of any remaining service for which I applied but have not yet paid by September 30 will be recalculated each October 1 using the contribution rate in effect and my highest PSRS salary.
- Payment must be received prior to my PSRS retirement date in order for it to be included in the calculation of my retirement benefit.
- Payments for service purchases will not be refunded.
- If partial payment is made, proportional service will be granted.
- Missouri law does not permit the combined total of all types of purchased service to exceed in length the service earned in PSRS-covered employment.

Digital Signatures Not Accepted – Original (Written) Signature Required

X

Date